

CURRICULUM COMMITTEE NEW COURSE CHECKLIST

1. Course
 - .Objectives:
 - ~~Outline of course~~
 - How fits into OTE categories, and Division or Office curriculum
2. Customer
 - Who asked for it?
 - What kind of needs assessment?
 - *Accountability*
3. Students
 - Who is course directed at?
 - Grade, experience, directorate
 - Kind of work (e.g. communicator, analyst, budget officer)
4. Course Design
 - Short statement of purpose
 - Course outline
 - Method of instruction
 - Opinion of external reviewer on methodology
5. Course Substance
 - Course outline
 - Opinion of external reviewer
6. Cost
 - How many work years into develop and running?
 - \$ (not counting OTE personal service)
 - Opportunity cost, i.e. what else might be doing
7. Marketing
 - Advertising, training officer network, etc. when and how?
 - Post-course
8. Post-Course Review
 - Evaluation plan. How will students evaluate?
Based on job evaluation? Non-student evaluation?
 - Date for returning to C.C. with evaluation and recommendation re-continuance, changes, etc.